

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP# 159 TITLE: Support for NLM Exhibition Opening
– “Changing the Face of Medicine,” October 14, 2003

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name:	Anthony Revenis
Phone- 301-402-3073	Fax- 301-435-6101
Proposal Address:	Billing Address:
6011 Executive Blvd., Rm 529S	Accounts Payable, OFM, NIH
Rockville, MD 20892-7663	Bldg 31, Room B1B39
	Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: *2 days from date of award to November 30, 2003.*

C. PRICING METHOD: *T&M Please specify hourly prices by positions to be used and the % markup for handling charges on pass through costs.*

D. PROPOSAL INSTRUCTIONS: *Please submit proposals electronically to me. Proposals should be brief. Describe your experience, recommend a project manager and provide pricing info and a rough estimate of total costs.*

E. RESPONSE DUE DATE: *Friday, September 12, 2003 at 9:00 a.m., NIH local time.*

F. TASK DESCRIPTION:

The Contractor will:

1. Attend planning meetings with NLM staff
2. Prepare a work plan and schedule for the task order work
3. Review mailing lists, format, and develop data system to maintain all records
4. Format, proof, and prepare mailing labels

5. Research addresses and correspond with NLM regarding missing information (check and remove duplicates and verify correct address of duplicate labels)
6. Review and edit invitation to include registration information for luncheon and reception
7. Stuff invitations (between 2-3,000)
8. Work with NLM staff to obtain and format graphics for web site
9. Develop registration web site for reception
10. Edit web site after NLM review
11. Finalize and test web site
12. Download registration information from on-line database into a standard print document and record registration responses
13. Track and record registration responses received via telephone and email for reception
14. Provide on-site support for reception – includes set up and registration
15. Research area hotels for availability and develop Bethesda area hotel list for web site
16. Negotiate contracts with Four Points by Sheraton and Hyatt Regency
17. Coordinate travel arrangements for VIPs using Omega
18. Develop meeting materials (name badges) tent cards, logistics forms, and other on-site materials)
19. Handle closeout events related to services provided (i.e., produce final participant lists, thank you letters to honorees/speakers, pay vendor invoices, etc.)
20. Mail event related brochures, pamphlets, educational packets to NLM mailing list (includes compiling and reviewing labels and packets)
21. Prepare/merge form letters with RSVP card and stamped envelope and mail to featured physicians regarding being audio-taped for exhibit
22. Prepare monthly and final progress and cost reports
23. Miscellaneous telephone, fax, postage and supplies, including courier service and staff parking for reception and NLM meetings
24. Track and record registration responses received via telephone and email for luncheon
25. Provide on-site support for luncheon – includes set up and registration

26. Coordinate with NLM staff the necessary security procedures for event luncheon to include participant social security numbers (if required) and any other information to accommodate the facility's security requirements
27. Develop meeting materials for luncheon (name badges)
28. Handle closeout events related to services provided (i.e., produce final participant lists, thank you letters to honorees/speakers, pay vendor invoices, etc.)
29. Miscellaneous support tasks

G. EVALUATION FACTORS

1. Corporate Experience
2. Experience with NLM
3. Cost

Task Order # NICS-159

TITLE: Support for NLM Exhibition Opening – “Changing the Face of Medicine”

PART II - CONTRACTOR’S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #	Signature - Project Officer	Date
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APPROVED: _____

FAX #	Signature - Contracting Officer	Date
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NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator	Date
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